

APPLICATION CHECK SHEET
HAMILTON ZONING BOARD OF APPEALS

SITE PLAN REVIEW AND ABBREVIATED SITE PLAN REVIEW

Site Plan Review: 13 copies of all Materials. Refer to Instruction Sheet. Note added fees.

Abbreviated Site Plan Review: 8 copies of all Materials. Refer to Instruction Sheet.

Section of the Zoning By-Law covering desired Board action(s)

Site Plan Review required for the following:

- ☐ New construction, alteration/expansion of, or conversion to: a business, office, industrial, institutional, or multi-family residence building or structure in any District.
- ☐ Parking lots over 5 spaces
- ☐ Interior alterations which increase the commercial, industrial, institutional, or multi-family residential floor area within an existing building and/or which change the number of separately leaseable or saleable spaces within an existing building.
- ☐ Conversion of a residential building to any of the uses listed in the first item above.

Abbreviated Site Plan Review required for the following:

- ☐ Proposed alterations/additions to existing buildings which would add new floor area totaling less than 10% of the current ground floor area of the existing building
 - ☐ Existing ground floor square footage _____
 - ☐ Total new square footage (all floors) _____
- ☐ Proposed alterations/additions to existing buildings which are estimated to cost less than 10% of the current 100% assessed valuation of the building
 - ☐ 100% assessed valuation _____
 - ☐ Alteration/addition total cost _____

Exemptions from Site Plan Review:

- ☐ Interior alterations that do not increase the floor area within the building devoted to business, office, industrial, institutional, or multi-family uses
- ☐ Interior alterations which do not change the number of separately leasable or saleable spaces within the building.
- ☐ Repairs, re-painting, re-siding, re-roofing, and window replacement
- ☐ Replacement of partially damaged building with generally identical portions. Total replacement would require site plan review.
- ☐ Demolition
- ☐ Change of tenant of commercial building unless there is new construction triggering review.
- ☐ Customary home occupations permitted under the by-law.

Provide the following written information:

- ☐ Written approval from the Hamilton Planning Board for the Site Plan Review
- ☐ Written approval from the Hamilton Board of Health for the Site Plan Review
- ☐ Written approval from the Hamilton Conservation Commission for the Site Plan Review if applicable.
- ☐ Statement that petitioner has met with both Police and Fire Departments as appropriate to address traffic and access issues. Written notice from either department with any concerns.
- ☐ Statement of any other local and/or State permits required for the project.
- ☐ Statement of compliance with parking requirements. Units/Seats/SF Spaces
Req'd
 - ☐ Dwelling Units – 1 space per unit _____
 - ☐ Public Assembly - 1 space per 3 seats _____
 - ☐ Service and Retail: 1 space per 100 SF floor area _____
 - ☐ Schools
 - ☐ 1 space per classroom _____
 - ☐ 1 space per each 2 employees _____
 - ☐ Auditorium – 1 space per 3 seats _____
 - ☐ Total Spaces Required _____
 - ☐ Total Spaces Provided _____

Visual Materials Required - Scaled drawings showing at a minimum the following. Refer to By-Laws for items not specifically required for Abbreviated Site Plan Review.

1. Site Plan: Include at a minimum:
 - ☐ Plan showing total parcel of land
 - ☐ Title block with Date
 - ☐ Scale
 - ☐ North Arrow
 - ☐ All property lot lines with dimensions
 - ☐ Area of parcel of land
 - ☐ Zoning District including Watershed Protection areas and Historic District areas. If property falls within more than one district, plan shall show all district lines.
 - ☐ Location of wetlands protected areas.
 - ☐ All existing and proposed building locations with dimensions of structures and dimensions to lot lines
 - ☐ Location and dimensions of all parking and loading areas, driveways, and all paved areas. Show total parking spaces including hp spaces and indicate compliance with by-law section VI.D.
2. Topography and Utility Plans:
 - ☐ Grading changes – show existing and proposed contours

- ☐ Drainage plans showing run-off, storm drainage systems, catch basins, etc.
 - ☐ Location of existing and proposed sewerage disposal and treatment systems
 - ☐ Locations of all building utility service lines – power, water, etc.
 - ☐ Locations of any dumpsters
3. Landscape Plans:
- ☐ Show all proposed planting, screening, buffers, fencing, etc.
 - ☐ Indicate existing large trees.
 - ☐ Location, height and type of all exterior lighting.
 - ☐ Location, height, dimensions and appearance of all signs.
4. Exterior Elevations of the Building(s) showing both new and existing structures
5. Scaled floor plan showing both existing and new/conversion area of the structure. Floor plan to show only one bedroom in temporary living area. Floor plan to show entry to main structure and temporary living area.



**TOWN OF HAMILTON
ZONING BOARD OF APPEALS**

**REQUEST FOR FINDINGS OF FACT
SITE PLAN REVIEW**

Date Submitted:

Applicant Name:

Phone:

Site Plan Review for Property Located at:

1. If the proposed is an addition or alteration to an existing building, please provide the following information:
 - a. Square footage of proposed new floor area:
 - b. Square footage of the current ground floor area of the existing building. (See Section 2b of the Site Plan Review By-Law for more information.):
 - c. Estimated cost of proposed work:
 - d. Current 100% assessed valuation of building:
2. How does the proposed development fit into the existing neighborhood in the following areas?
 - a. Neighborhood character:
 - b. Scale:
 - c. Appearance:
 - d. Natural features:

- e. Use:
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- 3. What impact will the proposed development have on:
 - a. Traffic circulation (both vehicular and pedestrian):

 - b. Parking:

 - c. Public utilities (especially water):

 - d. Public safety:

 - e. Drainage:

 - f. Abutting property owners:
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- 4. Does the plan submitted as part of this application provide for compliance with other town boards' regulations as set forth in Section 5g of the Site Plan Review By-Law, as well as with the State Handicap Access regulations?